



**MAKE A PUBLIC RECORDS REQUEST**

There are a number of reasons you might want to make a records request at the Office of the City Clerk:



## THOSE REASONS INCLUDE:

- o Research on past contracts, local laws or regulations.
- o Information on local bids (for example, a bid for purchase of vehicles).
- o Research on city or local business plans.
- o Access to maps and blueprints.
- o Getting information on or from city departments.

## WHY SHOULD I MAKE A REQUEST ?

### LOCAL LAWS:

- o You've received a ticket or offense and want to understand the rule or law.
- o You're researching whether or not you can do something specific in your neighborhood or business. Examples include installing chicken coops, trapping coyotes/wildlife, etc.

### CONTRACT OR BID REVIEW INFORMATION:

- o You're filling out an application or planning a business venture and want to review and understand local laws and regulations.
- o You participated in a bid process and want to see who was awarded the contract.

## **CITY PLANS AND MAPS:**

- o You're a developer working on a new project and need to understand the landscape and regulations.
- o You're researching public or commercial buildings or public lands.

## **CITY DEPARTMENT INFORMATION:**

- o You're looking for financial records.
- o Compliance - you are a member of the public and want to make sure the City is in compliance with local, state, or federal law.

## **MISCELLANEOUS REQUESTS:**

- o You're a member of the media and want access to past records for a story.
- o You're a member of a special interest group and want access to local laws and regulations of interest to you.

Now that I know what I need to obtain, how do I go about getting my records request?



## **REQUEST IN WRITING**

First, you must request in writing with a Public Records Request Form. You can access this form through:



Download the form at:

[www.longbeach.gov/cityclerk/services/public-records-act-request/](http://www.longbeach.gov/cityclerk/services/public-records-act-request/)



Email - You may email your scanned completed form as an attachment.  
Address your email to: [RecordsCoordinator@longbeach.gov](mailto:RecordsCoordinator@longbeach.gov)



In person - You may deliver your completed form to the Office of the City Clerk in the lobby of City Hall.



Call the Main Office – (562) 570 6101 or Fax your completed form to (562) 570-6789.



Mail - You may mail the completed form to Records Coordinator, City of Long Beach, City Manager's Office, 13th floor, 333 West Ocean Blvd., Long Beach, CA 90802

Once the City has received your inquiry, we're legally required to respond within 10 days.

## ONCE THE REQUEST IS APPROVED

The City fulfills the request by:

1. Scanning and emailing the requested information.
2. Collecting and allowing you to review in person during a scheduled visit.
3. Printing and mailing to a provided address.

Where unusual circumstances exist as specified in GC Section 6253(c), the agency may, give written notice to the requester, extending the time for response not to exceed 14 additional days.